

Office Technician (Typing) (RPA NO. 190-012)

LOCATION: SAN DIEGO REGIONAL WATER QUALITY CONTROL BOARD
9174 Sky Park Court, Suite 100, San Diego, California 92123

The San Diego Regional Water Quality Control Board has one (1) position open for a full time permanent Office Technician in the Business Support Services Unit. This position contributes to the success of the Regional Board by providing a wide range of administrative services in support of the Regional Board's water quality control programs.

DUTIES: The duties of this position include a wide range of administrative support services pertaining running the reception desk, mail and document processing, document preparation and review, communications, equipment, supply and form management, personnel administration, cashiering tasks, office machine operations, and key entry of data. The duties include, but are not limited to; greeting customers and answering a variety of inquiries; screening and directing phone calls, voice mails and e-mail; taking messages for staff; collection and tabulation of employee time sheets; maintenance of office supplies; filing papers and reports; retrieving files for review by the public; opening and distributing mail; processing checks, money orders, and cash received in the mail or over the counter; typing memos, correspondence, reports and forms on a computer; operating various office machines such as office copiers, fax machines, postage meter etc.; and key entry of data into miscellaneous databases.

NECESSARY QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. Candidates must be able to work between 8:00 a.m. and 5:00 p.m., have a good driving record and a valid California drivers license.

DESIRABLE QUALIFICATIONS: We are seeking an enthusiastic, organized, detail oriented individual with a genuine desire to assist customers and all levels of staff with excellent administrative support services. Desirable qualifications and attributes include excellent verbal and written communication skills; a typing speed of 40 wpm with proficiency in the Microsoft Office suite of software including Word, Excel, PowerPoint and Access; ability to prioritize work on multiple tasks and manage time; a willingness to learn new skills and the ability to quickly grasp new concepts; and flexibility and enthusiasm to assist with various administrative tasks. Other desirable qualifications and attributes include an uncompromising commitment to customer service; showing responsiveness to inquiries, using tact and sensitivity in resolving disagreements; ability to work effectively as a team member with the confidence and maturity necessary to interact successfully with a variety of personality types; and a demonstrated interest in accepting increasing responsibility.

WHO MAY APPLY: Applications will be accepted from candidates with eligibility for appointment to the Office Technician (Typing) classification. Candidates with eligibility for appointment to the Office Assistant (Typing) will also be considered. Applications will be screened and only the most qualified will be interviewed.

Permanent, full time. Final filing date: Open until filled. Please send a standard Examination Application (STD 678) and a resume that details your education and employment experience to the attention of DiAnne Broussard, Administrative Officer II at the above address. Please write RPA No. 190-012 on your cover letter or application form. For additional information about the position, you may contact DiAnne by phone at (858) 492-1763 or e-mail at dbroussard@waterboards.ca.gov.